



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, 7TH INFANTRY DIVISION & FORT CARSON
6101 WETZEL AVENUE, BLDG. 1430
FORT CARSON, COLORADO 80913-4145

AFZC-CG

1 November 2005

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Property Accountability Policy File #14

1. REFERENCES.

- a. Army Regulation 735-5, 28 February 2005, Policies and Procedures for Property Accountability.
- b. Army Regulation 710-2, 8 July 2005, Inventory Management Supply Policy Below the Wholesale Level.
- c. Army Pamphlet 735-5, 1 March 1997, Survey Officer's Guide.
- d. Fort Carson DOL, 30 October 1996, A Guide for the Report of Survey Officer.

2. APPLICABILITY. This policy applies to all Fort Carson units, commands, activities, and personnel, whether assigned or attached to Fort Carson. If outside commands or other parent organizations establish conflicting policies, such policies may apply on Fort Carson only if approved by me.

3. PURPOSE. To provide guidance on processing financial liability investigations of property loss and change of command inventory out-brief.

4. POLICY. Leaders at all levels will ensure they understand their specific responsibilities in regards to property accountability and when required, liability for loss. The references above provide regulatory and procedural guidance to meet these responsibilities. Deployment and redeployment operations orders provide additional guidance. I expect commanders to include property accountability procedures in their OPD/NCOPD schedule, both semi-annually and prior to deployments, to ensure up to date procedures are understood and requirements enforced.

a. Financial Liability Investigation Authorities. Battalion commanders will serve as the appointing authority for all financial liability investigations. Brigade commanders will serve as the approval authority and the Assistant Division Commander for Support (ADC-S) will serve as the appellant authority. These duties may not be delegated without ADC-S approval.

b. Financial Liability Investigating Officers. Battalion commanders will certify in writing that investigating officers are properly trained and prepared prior to conducting financial liability investigations. The investigation completed immediately after discovery

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of property loss serves as the basis for determination of financial liability and therefore, must be thorough and impartial.

c. Change of Command Inventory Out-brief. MSC Commanders (the first 06 in the chain of command) will conduct an out brief at the close of company / troop level change of command inventories where both the inbound and outbound commanders report the results. The intent of the out brief is to confirm that the regulatory requirements for inventory management set by AR 710-2 have been followed and at a minimum that:

(1) Sub hand receipts have been updated, posted with all changes and updated with new signature and date.

(2) Financial Liability Investigations have been initiated and that the MSC commander is fully cognizant of the type, density, dollar value and preliminary circumstances resulting in the loss.

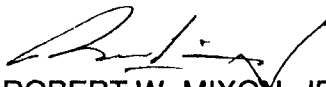
(3) A memorandum for record is in place reflecting the supply catalogs used and their date of publication.

(4) The status of all adjustment documents to the property book and a summary of the monetary value of those adjustments by type: 1) statement of charges, 2) cash collection vouchers, 3) short financial liability investigations, and 4) financial liability investigations requiring investigation.

5. SUPERSESSION. This policy letter supersedes Commanding General Policy file #17 dated 3 February 2004.

6. EXPIRATION. This policy letter will remain in effect until superseded or rescinded.

7. POC for this policy is G4, 7ID located in Bldg 8100, room 100, telephone 524-0355/2381.



ROBERT W. MIXON, JR.
Major General, U.S. Army
Commanding

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